

1/31/91

SUBJ: DOT SEAL AND FAA SIGNATURE AND INSIGNIA

- 1. PURPOSE.** This order prescribes standards and requirements governing the use of the FAA signature, the FAA insignia, and the DOT seal. It also implements Order DOT 1000.14A, *Official Seal and Signatures of the Department of Transportation*, and Order DOT 2100.1, *Certificate of True Copy*.
- 2. DISTRIBUTION.** This order is distributed to division level in Washington headquarters, regions, and centers and limited distribution to all field offices and facilities.
- 3. CANCELLATION.** Order 1700.6A, *FAA and DOT Seal*, dated June 14, 1982, is canceled.
- 4. EXPLANATION OF CHANGES.** This revision:
 - a. Clarifies the authorized use of the FAA insignia.
 - b. Permits the FAA Logistics Center to issue FAA insignia decals for internal FAA use.
 - c. Removes controls on the issuance of FAA plaques (insignia relief replicas) by the FAA Logistics Center; this is no longer a "controlled" activity. The restrictions on displaying the FAA plaque, however, are still in effect.
 - d. Retains the delegation of authority of the officials authorized to affix the official DOT seal. This authority to affix the seal is made by the Administrator.
- 5. DEFINITIONS.**
 - a. **DOT Seal.** The official seal of the U.S. Department of Transportation is the die and press used to impress the image of the DOT seal, or the resulting impression, or a graphic reproduction of the image.

**DOT Seal**

- b. **FAA Signature.** This is the principal identifier for FAA. It consists of the triskelion figure with the words "U.S. Department of Transportation" and "Federal Aviation Administration", in either the stacked or horizontal configuration.

U.S. Department
of Transportation
**Federal Aviation
Administration**U.S. Department of Transportation
Federal Aviation Administration**FAA Signature**

c. **FAA Insignia.** This is a printed or relief reproduction of the former official seal of the Federal Aviation Administration.



FAA Insignia

6. OFFICIAL SEAL OF THE DEPARTMENT OF TRANSPORTATION.

a. **Mandatory Use.** The official seal shall be used for legal authentication of copies of FAA documents, certificates of custody of FAA documents when such documents are to be submitted in evidence in judicial or administrative proceedings, DOT/FAA credentials, or when a person specifically asks for certification.

(1) Authentication shall normally be accomplished by affixing the official seal to Form DOT F 2100.1, Certificate of True Copy, which shall be the top cover sheet of the material being authenticated. See appendix 1.

(2) When a copy is requested to be authenticated in a specified manner, the seal may be used in that manner.

(3) In accordance with 49 CFR 7.95, a fee of \$3 is charged for authentication, with the official seal, of copies of agency documents or certificates of custody of agency documents supplied upon request. However, such charge is not made for authentication of copies requested by Federal, State, or local governments, foreign governments, international organizations, or charitable nonprofit organizations.

b. **Optional Use.** The official seal may be used to authenticate:

(1) As appropriate, or pursuant to protocol, documents related to the agency's international programs, such as:

(a) Memoranda of agreement between foreign governments and FAA.

(b) Certificates of merit, indicating completion by foreign nationals of training prescribed and supervised by the agency.

(c) Statements of earnings, addressed to directors of civil aviation of the respective countries, indicating the exact amounts of money paid to foreign national participants within the United States.

(2) Aircraft engineering and manufacturing documents, such as manufacturer's plans and specifications approved by FAA, type and production certificates, and drawing lists.

c. **Authority to Affix the Seal.** The officials listed in this paragraph are authorized to affix the official seal. Authority to affix the seal may be delegated by such officials, but authority so delegated shall not be redelegated.

(1) Heads of offices, services, regions, and centers, with respect to documents and material in their custody.

(2) The Chief Counsel, with respect to documents or materials in custody of the Office of the Chief Counsel, published in the Federal Register, or required in connection with legal matters involving FAA.

d. **Procurement of Seal.** The officials designated in paragraph 6c may initiate procurement actions through the Logistics Service (Attention: ALG-500) for official seals.

7. FAA SIGNATURE. The FAA signature is the principal identifier of FAA and must be used:

- a. In a prominent position on the cover or first page of FAA external publications or informational material for public distribution.
- b. As "lead off" or prominently displayed on all types of motion picture films, videotapes, and slide presentations prepared for use by or under the auspices of the FAA.
- c. On agency exhibits.
- d. To identify agency installations, activities, and equipment, as prescribed in Order 1730.8, *FAA Graphic Standards*.
- e. On certificates, suitable for display, issued by the agency to individuals or organizations outside the agency.

8. FAA INSIGNIA.

a. **Description.** The full color FAA insignia has, within a gold border, a blue background bearing the gold letters near its outer rim the words "Federal Aviation Administration," with the light green globe charged with a gold four-pointed compass rose that has a stylized gold wing on its horizontal axis. Monocolor reproduction shall be limited to black, blue, red, or gold. The two authorized forms of the monocolored FAA insignia are illustrated below. Type B shall be used when the reproduction will be one inch or less in diameter.



Type A



Type B

b. Official use.

(1) The FAA insignia may be used, on a limited basis, for adornment purposes on certificates, plaques, invitations, notepads, decals, internal publications, and the like, only with the prior approval of the Director of Management Systems.

(2) FAA insignia decals are available from the FAA Logistics Center.

12-inch diameter decal: NSN: 7690-00-440-4500

3 1/2-inch diameter decal: NSN: 7690-00-903-6605N

(3) FAA Plaque (insignia relief replica).

(a) **Description.** A full color 15-inch diameter three-dimensional plastic replica of the FAA insignia.

(b) **Display.** FAA plaques may be displayed in:

1 The offices of office and service heads, regional administrators, center directors, and regional and center public affairs officers.

2 Main conference rooms and reception sites in Washington headquarters, regional headquarters, centers, and overseas offices of the agency.

3 Main reception areas of colocated offices, district offices, and air route traffic control centers.

(c) Source. FAA plaques, NSN: 7690-00-911-7981, are a restricted display item and requests must be submitted to the Logistics Service (Attention: ALG-500).

c. Other uses. The FAA insignia may be used on calling cards, pins, cuff links, desk sets, coffee mugs, tee shirts, and similar articles. Such items shall NOT be procured with agency funds but may be acquired at personal expense.

9. RESTRICTIONS. The DOT seal, FAA signature, and FAA insignia shall not be used:

a. Together on the same page or cover of publications. A decision to use one precludes further adornment by use of another.

b. In a manner to imply endorsement by DOT or FAA of commercial products, services, or publications.

10. EXCEPTIONS, DEVIATIONS, AND INTERPRETATIONS. Requests for authorization for special use of the DOT seal, FAA signature, or FAA insignia, for exceptions to the standards prescribed in this order, or for interpretation on use must be sent in writing to the Director of Management Systems.



Michael D. Sherwin
Director of Management Systems

APPENDIX 1. SAMPLE CERTIFICATE OF TRUE COPY

DEPARTMENT OF TRANSPORTATION

CERTIFICATE OF TRUE COPY

I HEREBY CERTIFY that the attached photocopy of the original
are true copies

Federal Aviation Regulations Parts 105 and 149 with pertinent amendments in effect on October 29, 1981, which are on file in the Docket Section, Office of the Chief Counsel, Federal Aviation Administration.

Signed and dated at Washington, D.C.this 4th day of February, 19 82by Chesley Prioleau (signature)Docket Supervisor
(Title)

I HEREBY CERTIFY that Chesley Prioleau who signed the foregoing certificate is now, and was, at the time of signing Docket Supervisor, Office of the Chief Counsel, Federal Aviation Administration. and that full faith and credit should be given his certificate as such.

IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the seal of the Department of Transportation to be affixed this 5th day of February, 19 82 at Washington, D.C.

(Signature)
Assistant Chief Counsel
(Title)
Office of the Chief Counsel, FAA
Department of Transportation

